

EMPLOYMENT OPPORTUNITY

CITY OF LONGBEACH



CITYWIDE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR CITY MANAGER DEPARTMENT

The City of Long Beach is seeking an experienced, creative, innovative, energetic and thoughtful individual to join the City of Long Beach as the Citywide ADA Coordinator.



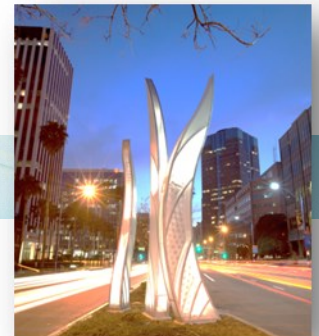
THE COMMUNITY

Ideally located on the Pacific Ocean south of Los Angeles, adjacent to Orange County, the City of Long Beach, California (population 490,566) is frequently described as a series of strong, diverse interwoven smaller communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen

Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 5.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and was recently ranked the No. 3 best-value public college in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the Top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services comprising the highest representation. Known for its livable and desirable neighborhoods, America's Promise Alliance named Long Beach as one of the 100 Best Communities for Young People two years in a row. While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its growth. Long Beach is the seventh largest city in California, and has been referred to as the "most diverse city" in the country by USA Today. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

CITY GOVERNMENT

Long Beach is a full-service Charter City governed by nine City Council members who are elected by district. The Mayor is elected at-large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. Elected officials are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager to oversee the administration of all City departments, excluding those under the direction of a separately elected official, Board or Commission. In addition to its traditional services, Long Beach maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. The City also has its own full-service commercial airport and is one of only three cities in California with its own Health and Gas & Oil Departments. Long Beach is supported by a total FY2016-17 budget of approximately \$2.7billion, with the General Fund budget totaling \$427 million. More than 5,800 full and part-time employees support municipal operations with the majority being represented by nine employee associations.



CITY MANAGER DEPARTMENT

The City Manager's Office has 50 employees focusing on City Council support, executive management, intergovernmental relations, public affairs, special events/filming, Citizen Police Complaint Commission objectives, Tidelands capital/improvement projects, Innovation Team initiatives and sustainable solutions. The mission is to implement programs in accordance with City Council policies, the City Charter and Municipal Code, while providing leadership for effective delivery of services to the community.

THE POSITION

The Citywide ADA Coordinator (Program Specialist) is an at-will, non-management-level position, that reports to the Deputy City Manager. This position will plan, direct, coordinate and implement administrative and operational policies, practices and procedures for compliance with Titles II and IV of the Americans with Disabilities Act of 1990 (ADA), California Title 24 and other applicable federal, state and local accessibility laws and policies, on a citywide basis. This position exercises indirect management over contractors and professional and technical City personnel, depending on the project. Responsibilities of this position include, but not limited to:

- Responding to customer requests for information, referral, or disability-related accommodations; developing and disseminating brochures and information for public awareness of requirements of relevant City, State and Federal laws and creating marketing campaigns to publicize the City's ADA programs and resources.
- Leading the City's efforts to update the existing plan for ADA access to public rights of way.
- Facilitating interdepartmental communication between City Manager, Public Works, City Attorney and Human Resources and serve as the Point of Contact for the public on ADA issues.
- Preparing and/or reviewing comprehensive analytical reports for the City Manager, City Council or commissions concerning structural access.
- Working closely with City Management and other public and private groups to interpret City policies and procedures related to accessibility; providing technical assistance to City staff through education and training sessions.
- Acting in the capacity of the staff liaison of the Citizens Advisory Commission on Disabilities (CACOD); serving as the City expert on ADA and Title 24 issues; working with community groups to resolve complaints.
- Tracking, monitoring, communicating and closing out ADA requests in partnership with Public Works staff.
- Developing and administering the annual budget for program operations; coordinating and maintaining document files.
- Developing, implementing and applying ADA policies, procedures and best practices for City of Long Beach Departments.
- Performing other duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate must have the ability to travel to various sites throughout the City/region and demonstrate knowledge in the following areas:

- Title II and IV of the Americans with Disabilities Act of 1990, California Title 24 disability access requirements and other structural access laws and regulations, either through training or practical experience.
- Basic principles of barrier-free design, architectural design, structural systems, construction materials and assemblies, energy and environment, and building code requirements.
- Principles of project management and training.

Experience + Education

- Graduation from an accredited university or college with a Bachelor's degree in planning, architecture, public or business administration, or a closely related field. Master's degree is desirable.
- Three years of progressively responsible experience in disability programs management.

Professional Attributes: The attributes that best describe the new Citywide ADA Coordinator:

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| ▪ Highly organized, multi-tasker | ▪ Ethical with a high level of integrity |
| ▪ Creative, strategic thinker | ▪ Embraces ideas and contributions from others |
| ▪ Self-motivated | ▪ Dedicated to quality service |
| ▪ Strong project management / technical skills | ▪ Exercises good judgment |
| ▪ Direct communicator with superior interpersonal skills | ▪ Results oriented |

SALARY + BENEFITS

This is a non-management level position. The salary is commensurate with work experience and qualifications. The City's compensation package also encompasses an attractive benefits package that includes:

- **Retirement** – City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- **Vacation** – Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- **Sick Leave** – One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.
- **Holidays** – Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- **Health Insurance** – Two plans are available: one HMO, and one PPO plan. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- **Dental Insurance** – Two dental plans are available for employees and dependents.
- **Life Insurance** – Term life insurance policy available to purchase.
- **Deferred Compensation** – Available through ICMA Retirement Corporation.
- **Mileage Reimbursement**—Mileage reimbursed at the IRS standard rate for employees who drive their personal vehicle in the course of employment.

APPLICATION PROCESS

This recruitment will close at **5:00 p.m. on Friday, November 20, 2015**. To be considered for this opportunity, applicants must submit an online application, including resume and cover letter that reflect the scope and level of their current/most recent positions and responsibilities, including salary history. Online applications can be filed at <http://agency.governmentjobs.com/longbeach/default.cfm>. Candidates must also complete the online supplemental questionnaire.

The City anticipates inviting a smaller group of finalists for further interview in December 2015, with an appointment anticipated no later than January 2016, following the completion of a thorough reference/background check and a City-provided pre-employment physical. Incomplete applications or candidates who clearly do not meet the minimum requirements of the position will not be considered.

This information is available in an alternative format by request at (562) 570-6782.

EQUAL OPPORTUNITY

The City of Long Beach is an Equal Opportunity Employer and values diversity at all levels of the organization.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

SUPPLEMENTAL QUESTIONS

Please submit your written answers to the following questions. Responses are to be no more than two pages per question. Please include your name on all information submitted. The responses submitted will be used as part of the evaluation and selection process for Citywide ADA Coordinator.

1. Describe the most complex project you have managed from start to finish. Include the purpose, value and implementation of the most critical aspects of the project including managing the project work plan, schedule, risks, issues and closing the project.
2. Do you consider yourself to be a creative person? Describe why or why not. Include examples of your creative ideas that have been executed.
3. What do you consider is your current role in the community that you reside/work in?
4. List the professional organizations related to accessibility that you are a member of or any professional training you have attained in the ADA field. Describe your reasons for joining the organization or for attaining the training. Include the impact that it has had on your life.